



Request for Letters of Intent (LOI)
Temporary Summer Sheltering
For Homeless Individuals
June – Sept. 30, 2017

Due Date: May 19, 2017 4:30 p.m.

City of Boulder

Department of Human Services

909 Arapahoe Avenue

Boulder, Colorado 80302

Phone: 303-441-1818

schwartzw@bouldercolorado.gov

Temporary Summer Sheltering For Homeless Individuals

A: OVERVIEW

Program Description

The City of Boulder is interested in proposals to provide temporary summer sheltering for Boulder homeless individuals, from approximately June 1 through Sept. 30, 2017. The city is seeking Letters of Intent (LOIs) from organizations with experience in homeless sheltering to:

1. Plan and implement a temporary shelter or authorized camping program June through September 2017.
2. Manage all aspects of a shelter or camp operation, including start up, staffing, program rules and oversight, client services, security, sanitation, liaison with the city, and shut down.

Preference will be given to proposals that identify a building-based shelter site or sites. Other options may also be considered by the city. The city is interested in submissions that, at a minimum, include the following program criteria, depending on the site and type of program being proposed:

- Maximum capacity – Up to 50 per site, adults, men and women (no children) depending on the site
- Standardized screening/admission and behavior criteria
- Site/building/location rules and effective enforcement plans for these rules
- Compliance with all city ordinances, including noise ordinance
- No drugs, alcohol or weapons permitted on site
- No aggressive or violent behavior tolerated
- No food service or preparation at site
- Security inside the shelter/encampment, as well as patrolling/monitoring area immediately surrounding site for contraband and people camping/loitering outside of the designated area

Site Management

LOIs should consider the following elements:

1. Access to transportation
2. Sanitation plan and services
3. Trash and waste collection
4. Number/type of staff and staffing pattern
5. Security plan
6. Emergency protocols and evacuations (fire, flood, etc.) and medical emergencies
7. Access for people with disabilities
8. Safety protocols and management including conflict management, harassment and victimization prevention
9. Protocols for people with serious mental health or substance use disorders
10. Protocols for communication about availability of space and wait lists
11. Management/storage of personal belongings
12. Services provided at shelter site
13. Day/nighttime rules including entry and exit times, lights out, noise rules and allowed activities
14. Liability insurance
15. Pet/wildlife management
16. Procedures for shelter closure Sept. 30, 2017 and transitioning participants out of site
17. Other program features or incentives

Site

The city will evaluate proposals based on the preferred option of a building-based site provided/identified by the applicant. Faith-based locations/partnerships are of interest because this type of usage is already authorized under city land-use provisions. Based on program concepts and additional options being considered by City Council on May 16, the city may also consider city-owned sites, including vacant land and occupied buildings, but these would require additional land-use review.

Budget

Include a budget summary identifying:

- Funding and in-kind services provided by applicant or other contributors
- Funding and in-kind services requested from city

Eligibility

Existing 501(c)(3) nonprofit agencies or governmental entities with experience in providing described services.

Deadline and Submittals

Interested entities should respond indicating an intent to apply and identify/provide:

- Summary of relevant applicant experience in providing services described
- Type of program (camp or building site)
- Proposed location (applicant or city); if applicant, identify site(s)
- If other options are being proposed, the applicant should clearly state any program elements and locations that are different from those identified in the LOI
- Budget summary as described above

LOI should be a maximum of **four** pages. All responses must be **received** by **4:30 p.m. May 19, 2017**. No extensions will be granted.

Submit responses via email to schwartzw@bouldercolorado.gov, with the subject line [LOI Summer Sheltering](#).

LOI Review and Notification

The city will review responses to this request and provide letters of notification by **May 24, 2017 via email**.

The LOI does not guarantee funding or preclude a further detailed proposal and budget. Accepted proposals/agencies would require an agreement with the city.

For Additional Information

To ensure an accurate and timely response to your questions about this Request for LOI, contact Wendy Schwartz at schwartzw@bouldercolorado.gov or 303-441-1818.